

**DEPARTMENT POLICY**  
**Effective Date: 6/17/86**

**I. PURPOSE**

It is recognized that consistent policy used throughout the Department of Services for Children, Youth and Their Families is critical for smooth operation of our many programs. This policy manual is established:

- A. To standardize operating procedures department wide as required by State and Federal laws and regulations and as required by standard professional practice in the care, treatment, and rehabilitation of children and youth and in the reunification of families.
- B. To assign responsibility for initial and ongoing policy memoranda development.
- C. To establish a standard review process prior to Secretarial approval for policy memoranda requested by the various divisions and offices of this Department.

**II. POLICY**

Departmental policy may be initiated two ways:

- A. at the request of the Secretary
- B. by a Division Director through the submission of a proposed policy or policy request to the Director of the Division of Program Support.

**III. PROCEDURES**

- A. After receipt of a policy request from the Secretary or Division Director, the subject will be researched by the planning staff and a draft policy will be developed. If the policy is presented in draft form, the Division of Program Support will review it for format consistency and then route it for Department review.

- B. The policy will be routed to the Director of the Division of Administration for fiscal and personnel review. The Division of Administration will complete its review within five (5) working days.
- C. The draft policy will be routed to the Division Directors (and the Department of Justice as necessary) for review and comments. Division Directors will respond in writing with any comments within eight (8) working days.
- D. The Division of Program Support will revise the draft based on the Directors' (and the Department of Justice's) comments and issue a final numbered version.
- E. The Division of Program Support will forward policies receiving satisfactory reviews to the Secretary for approval.
- F. The Secretary will sign and date the policy. The policy becomes effective and remains in force until revised or amended. Revisions/amendments should follow same developmental procedure.
- G. The Division of Program Support will distribute one (1) copy of each approved policy to all Division Directors and the Office of the Secretary. Division Directors will disseminate Department policy as appropriate within their divisions.
- H. Department policies will be maintained in a permanent and accessible location in each field office of the Department.